

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 30, 2003

PAYROLL LETTER # 03-027
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **UNIVERSAL ADMINISTRATIVE FEE RATE CHANGE**

This Payroll Letter provides information regarding a change in the amount of the monthly employer paid Universal Administrative Fee (deduction/organization code number 356-002). This administrative fee is charged for employees with medical benefits (Dental, Vision, Consolidated Benefits and the Premium Only Plan (POP). For additional information regarding the Universal Administrative Fee please refer to Payroll Letter 99-001 dated January 4, 1999.

The current monthly deduction amount of \$1.11 will be increased to \$1.22 per month. This change is necessary to offset the rising costs associated with these benefit programs. The change was effective July 1, 2003. SCO will retroactively collect a one time deduction of \$1.77 ($\$1.22 + \0.11×5 pay periods) in the December pay period. The deduction amount of \$1.22 will be charged beginning with the January 2004 pay period.

Questions regarding this Payroll Letter may be directed to Sandra Young with SCO at (916) 324-1293 or email syoung@sco.ca.gov.

JRH:SJY:PMAB